

**Statewide Interoperability Executive Committee (SIEC)
Regular Public Meeting**

Wednesday, October 14, 2009 - 10:00 AM – 12:00 PM

Meeting Minutes¹

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety
- Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County Public Works

SIEC Members Absent

None

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Emilie Sundie, Project Manager, GITA

29 interested parties and members of the public were also present.

Call to Order

The meeting was called to order at 10:06 AM by Paul Wilson, Co-Chair

Approval of Minutes – August 12, 2009 SIEC Public Meeting

Action Item

Motion: Mark Venuti made a motion to approve the minutes.

Second: Pete Weaver

No one responded to a call for discussion. The motion was unanimously carried.

COM-L Working Group Progress Report

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office
Information & Discussion Item

¹ Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.

Ms. Meyerson briefed the committee on the progress the COM-L Working Group has made. The scope of the workgroup is to address all aspects of Communications Unit training, including designations, certifications, logistics, etc... The group met and discussed proposed roles for the State and local jurisdictions in the COM-L certification and tracking process. The group proposed a state level group consisting of COM-L experts who would provide feedback and recommendations to local jurisdictions, although they would not have authority to make determinations. Final determinations would then be made by the local jurisdictions. The workgroup received value feedback from the SIEC and will continue to make progress.

Operating Principles Document Review (SIEC portion)

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office
Information & Discussion Item

Ms. Meyerson provided an overview to the committee on the work that has been done to date by the Governance committee on updating the charter of the PSCC and SIEC. The Operating Principles document is intended to be a replacement for the charter that provides a brief overview outlining how the bodies operate. Ms. Meyerson walked through the SIEC portion of the document with the committee in order to solicit feedback to provide to the Governance committee at their next meeting. The committee provided specific feedback on the role and functions of the SIEC, membership process, and composition of workgroups.

AIRS Standard Operating Procedures (SOP)

- Discussion and Revisions to Draft AIRS SOP

Presenter: Emilie Sundie, Public Safety Interoperable Communications Office (PSIC)
Information & Discussion Item

Ms. Sundie presented the latest draft of the AIRS SOP and highlighted the major changes that were made to the SOP since the August 12 meeting of the SIEC. The majority of changes involved the monitoring, dispatching, and user action sections. Committee members were also provided with a handout summarizing all of the changes that have been made.

There were concerns raised regarding the MOU approval process. Since the Department of Public Safety (DPS) is the licensing entity, they have the authority to determine the eligibility of end users. Mr. Wilson suggested that the SIEC may want to address the approval process further in a separate policy.

Ms. Sundie summarized the discussions that have taken place regarding the naming of the AIRS channels, both at the previous SIEC meeting, and during the workgroup discussions. Mr. Wilson then asked the audience and other SIEC members to provide comment to the SIEC on the naming conventions. It was determined that the SOP should reflect the "Best Practice" solution for the naming conventions, but that it should be written as a recommendation, and not a mandate. The committee determined that the naming of the channels should be left as AIRS AZ, and AIRS 1-5 and recommended that AIRS channels be programmed into a separate segment of the radio if possible.

- Approval (possible) of Revised AIRS SOP

Presenter: Paul Wilson and Mark Venuti, SIEC Co-chairs
Action Item

Mr. Scott Tillman motioned to approve the AIRS SOP, subject to staff documenting the changes that were made during the meeting and with the concurrence of the Co-Chairs. The motion was seconded by Mr. Jesse Cooper. The motion was unanimously carried.

Due to time constraints, the remaining items agendized for the meeting were not covered.

Call to the Public

No comments were received from the public.

Meeting Adjournment

Motion: Scott Tillman motioned to adjourn the meeting.

Second: Mark Venuti

The motion was unanimously carried.

Meeting Adjourned at 12:15 PM.